



STATE OF NORTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
JOINT FORCE HEADQUARTERS  
NORTH CAROLINA NATIONAL GUARD



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NGNC-PER-EPM

9 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2016 Senior Non-Commissioned Officer (NCO) Promotion Boards  
Memorandum of Instruction (MOI)

1. The 2016 Senior NCO Promotion Board will convene on 6 February 2016 at Fort Bragg, NC to consider all eligible Senior Noncommissioned Officers for promotion and appointment. All Senior NCOs meeting the eligibility criteria established by AR 600-8-19, dated 2 February 2015 and PPOM 15-032 will be considered as long as they submit a promotion packet by the suspense date and do not decline promotion consideration.

a. Board member report times will be as follows:

(1) The members of the SGM portion of the board will report at 1000 hrs on 6 February 2016 in ACU's. Board dates are 6-9 February 2016.

(2) The members of the 1SG/MSG portion of the board will report at 1000 hrs on 9 February 2016 in ACU's. Board dates are 9-13 February 2016.

(3) The members of the SFC portion of the board will report at 1000 hrs on 13 February 2016 in ACU's. Board dates are 13-17 February 2016.

(4) Uniform for the duration of the board will be ACUs.

b. The SGM promotion board will consider the following Soldiers as indicated:

(1) 1SG - Considered for promotion and appointment to SGM/CSM.

(2) MSG - Considered for appointment to 1SG, promotion and appointment to SGM/CSM.

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c. The MSG Promotion board will consider all eligible SFC for promotion to MSG and appointment to 1SG.

d. The SFC Promotion board will consider all eligible SSG for promotion to SFC.

2. The eligibility criteria and date for the 2016 promotion list (PL) and promotion board are listed below. All Soldiers must meet the Date of Rank (DOR), Pay Entry Basic Date (PEBD) cutoff date and must have the number of years Cumulative Enlisted Service (CES) indicated. Cutoff date for computing time in grade and time in service is 1 March 2016. Cutoff date for NCOES and SSD completion is 15 January 2016.

<b>Promotion Board Consideration - TIMIG, TIS, CES, SSD, Primary Military Education (PME) Requirements</b>					
<b>Consideration For</b>	<b>TIMIG</b>	<b>TIS</b>	<b>CES</b>	<b>SSD</b>	<b>PME</b>
Sergeant First Class	36 Months/ DOR 1 MAR 13	9 years/ PEBD 1 MAR 07	6 years	SSD 3	ALC
Master Sergeant	36 Months/ DOR 1 MAR 13	13 years/ PEBD 1 MAR 03	8 years	SSD 4	SLC
Sergeant Major	36 Months/ DOR 1 MAR 13	16 years/ PEBD 1 MAR 00	10 years	NA	NA

NOTE: State must receive written confirmation from NGB-ART of USASMA Course enrollment prior to issuing promotion orders to SGM.

3. Effective 1 January 2016, all ARNG Soldiers must meet the below SSD requirements for promotion board consideration as outlined in reference AR 600-8-19 para 1-28:

(a) Staff Sergeants must complete SSD level 3 to attain eligibility for promotion board consideration to Sergeant First Class.

(b) Sergeants First Class must complete SSD level 4 to attain eligibility for promotion board consideration to Master Sergeant.

(c) Master Sergeants/First Sergeants must complete SSD level 4 as a prerequisite to enroll into United States Army Sergeant Major Courses (USASMC). Master Sergeants/First Sergeants do not require SSD level 4 to attain eligibility for promotion board consideration to Sergeant Major.

4. New PME Promotion Eligibility Criteria for **(pin-on)** Promotion.

a. These changes to the PME requirements modify the guidance outlined in the current reference AR 600-8-19 chapters 1 and 7. The changes are effective for promotion boards conducted on or after 1 January 2016. Soldiers must meet the following PME requirements in order to be eligible for **(pin-on)** promotion:

(1) Staff Sergeants must complete all phases of the Senior Leader Course (SLC) for promotion to Sergeant First Class within 2 years of being selected for promotion.

(2) Sergeant First Class promotions to Master Sergeant require no additional NCOES training, provided they previously completed SSD level 4 and SLC.

(3) Master Sergeants must have ATRRS confirmation of enrollment in USASMC for promotion to Sergeant Major and must have SSD 4 completed before enrolling into USASMC.

5. The North Carolina Army National Guard will utilize the National Guard Automated Boards System (NGABS) program for the 2016 Senior NCO promotion board. NGABS automates the boarding process, deletes the administrative board portion, and eliminates administrative points. Board members will evaluate each Soldier's file equally and fairly IAW AR 600-8-19, Para 7-35 based on their performance and potential using the Whole Soldier Concept. **The sum of each Soldier's qualities and qualification, matters of record, past performance with the heaviest weight given to the recent past, and the Soldier's potential to serve in positions of greater responsibility will be considered objectively.**

6. Soldiers will prepare a promotion packet consisting of the documents listed on the enclosed JFHQ-NC Form 624-1 (enclosure 1). The majority of information pertaining to the promotion packet will be pulled from iPERMs, so it is imperative that all documents listed are updated and placed into the Soldiers iPERMs file as applicable. **Each MSC will ensure that all necessary forms have been scanned into iPERMs and will send all Electronic Packets to this link G1\_Drop\_Files (\\NGNCA7-350-01)(z), once you have opened this link, open the folder that corresponds with your MSC. Once that folder is opened, open the folder that is labeled 2016 SR EPS. Drop the packets into the respective PRN folder, NLT COB 25 January 2016.** For Soldiers that decline to be considered for promotion, no electronic packet is required; only the NGB Form 4100-1B-R-E with the individual's declination election and reason for not submitting a packet written on the NGB 4100-1B-R-E. The Commander will submit a memo stating the Soldier has been counseled on their election and the Commander is aware. **MSC's will submit a declination roll-up report when submitting packets to G1 EPM.** Soldiers who are flagged or barred will be considered for promotion, but will not be eligible for selection until flag or bar has been removed.

7. Soldiers who are eligible for promotion may be denied consideration. Refer to AR 600-8-19, para 7-33 for guidance on processing denials.

**Signature authority may not be delegated.** The only documents that are to be submitted for Soldiers in this category are the NGB Form 4100-1B-R-E, DA Form 4187 (**E6-E7 must have an O5 signature, E8 must have the TAG signature**), and the DA Form 4856. The final approval authority will maintain copies of all supporting documentation if needed for review.

8. The first CSM in the Chain of Command will review each Soldier's IPERMS file and electronic promotion packet and sign the JFHQ-NC Form 624-1. This review and signature will be completed by the section SGM for Soldiers assigned to JFHQ-NC.

9. If a Soldier makes no effort to review/complete their promotion packet, a memorandum from the **Unit Commander** will be attached to the Soldier's NGB Form 4100-1B-R-E. This document must indicate what measures were taken to give the Soldier the opportunity to review/complete their packet. The only documents that are to be submitted for Soldiers in this category are the Commander's memorandum and the NGB Form 4100-1B-R-E.

10. The Promotion Board will review the Soldier's promotion packet placing emphasis on the previous five year's performance. **Soldiers that attain a Total Board Score of 10 or less will not be placed on the Order of Merit List (OML). MSC will be sent a roster NLT COB 28 February 2016 with the names of Soldiers not placed on the OML.**

11. The 2016 Senior NCO promotion board will review each Soldier's IPERMS file and electronic packet. Submit the electronic packets through this link **G1\_Drop\_Files (\\NGNCA7-350-01)(z)**, by MSC and then by PRN. The following items are required as a part of the electronic packet:

a. JFHQ-NC Form 624-1, Senior NCO Promotion Board Checklist (scanned in electronic packet).

b. NGB Form 4100-1B-R-E (scanned in electronic packet) (with Commanders Memo if declination). For Soldiers that are not recommended for promotion consideration, NGB Form 4100-1B-R-E, DA Form 4187 and DA Form 4856 are required.

c. Soldier's Letter to the President of the Board (enclosure 2) (scanned in electronic packet) if applicable.

d. ACCP History with documentation for any courses not in history (scanned in electronic packet) if applicable.

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- e. SSD completion certificate (scanned in electronic packet).
  - f. Any additional documents deemed important (scanned in electronic packet).
12. Electronic packets will be completed at the unit level and submitted through the Chain of Command for required signatures by the BN PSNCO, and the first CSM in the Chain of Command. The MSC S1 section will review the packet and submit as a PDF file with the naming convention of SSN+X (example 123456789X.pdf). Once packets are turned-in, no documents will be added.
13. Only the items on the checklist will be available for review; mandatory documents to be update and placed into Soldiers iPERMS file are as follows:
- a. Personnel Qualification Record (PQR) dated after 1 October 2015. PQR will be current and must be scanned into Soldiers iPERMS file. Document naming convention for iPERMS is GPFR 1790.
  - b. DA Form 705 Army Physical Fitness Score sheet from the previous five years. Document naming convention for iPERMS is DA 705.
  - c. DA Form 5500-R/5501-R, Body Fat Content Worksheet-if applicable must be scanned into iPERMS. Document naming convention for iPERMS is DA 5500-R/5501-R.
  - d. DA Form 3349, Physical Profile-if applicable. Document naming convention for iPERMS is DA 3349. A temporary or permanent physical profile must be scanned into iPERMS when it precludes taking any portion of the APFT.
  - e. NCOER's from the last 5 years must be in iPERMS.
  - f. DA Form 1059, Academic Evaluation Report-all AER from NCOES/military schools completed, or DA form 87 if applicable must be in iPERMS.
  - g. Biographical Sketch (enclosure 3) must be scanned into Soldiers iPERMS file. Document naming convention for iPERMS is BIO SKETCH.
  - h. All DD Form 214s, 215s, NGB 22s, and NGB 22As must be scanned into iPERMS. Document naming convention for iPERMS is DD 214, NGB 22, and NGB 22A.
  - i. College transcripts if applicable with memo from ESO.
  - j. In accordance with AR 640-30, paragraph 5h (3) (c), an official DA photo must be in iPERMS for E-6 and higher.

k. Enlisted Record Brief (ERB) in iPERMS, document naming convention for iPERMS is ERB.

l. Awards must be scanned into Soldiers iPERMS file. Document naming convention for iPERMS is DA 638.

14. The Promotion Eligibility Rosters (PER) and Enlisted Promotion Point Worksheets, (NGB Form 4100-1B-R-E), will be provided by e-mail to each MSC for their entire command. Units will not delete Soldiers from their PER.

a. If a Soldier appears on a unit's PER and has completed a within state transfer **on or before 31 Dec 2015**, the gaining unit will be responsible for assisting the Soldier and accounting for their promotion packet. All transfers processed **1 January 2016 or later**, will be the losing unit's responsibility. Units will follow this rule **by the date transfer orders are cut**.

b. Promotion Eligibility Roster.

(1) Annotate the PER to indicate those Soldiers who decline promotion and Soldiers that do not meet eligibility requirements.

(2) Handwrite eligible Soldiers not on the PER:

c. Enlisted Promotion Point Worksheet, NGB Form 4100-1B-R-E.

(1) Administrative points are no longer issued with the use of NGABS for the SR Board. NGB Form 4100-1B-R-E is used solely for mileage election, declination purposes, and duty elections (i.e. instructor status, 1SG consideration, CSM consideration, and 00F consideration).

(2) Soldiers will enter their initials in Block 18 ("Do" or "Do Not") to make their election for military training and promotion consideration. If Soldier elects "Do Not", they must annotate a reason on the NGB Form 4100-1B-R-E.

(3) Mileage election will be entered on the NGB Form 4100-1B-R-E as "1" through "5". IAW AR 600-8-19 para 7-40, AGR Soldiers are not subject to the commuting distance standard. They are eligible for State-wide reassignment and PCS move per NGR 600-5 and the Joint Federal Travel Regulation when selected for promotion and reassignment. All AGR Soldiers will enter a "5" for their mileage election. **If an election is not made (for non AGR Soldiers), the PL entry will be "1"**. Mileage elections are as follows:

- 1- Current Unit Only

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- 2- 50 Miles from Home of Record (HOR)
- 3- 100 Miles from HOR
- 4- 250 Miles from HOR
- 5- Statewide

(4) Soldiers will enter their initials in the appropriate space ("Have" or "Have Not") verified the information in their iPERMS and electronic packet is correct and any missing documents were updated /corrected or a letter is included addressed to the President of the Board.

(5) The Commander will X "Recommended" or "Non-Recommended" for promotion consideration, then sign and date. If denial of consideration, it must be IAW AR 600-8-19 PARA 7-33.

15. Soldiers will be considered for promotion and selected for assignment based on their CPMOS. Soldiers on the promotion list in their PMOS will be changed to reflect the DMOS once fully qualified. The Soldier must request the new PMOS/ CPMOS through command channels using the DA Form 4187 IAW NGNC-PER Policy Memo #12-007. Requests must be sent to G1 EPM NLT 25 January 2016, in order to be considered for the 2016 promotion cycle. No exceptions will be granted for requests that are received after this date. Approved CPMOS changes will be valid for the "Life of the List".

16. Request For Fills (RFF) received by G1 EPM after **1 February 2016** will be returned without action and will be resubmitted after the new PL is published regardless of the date the RFF was initiated or the date that the vacancy occurred.

17. Significant items of concern:

**a. Soldiers without the appropriate NCOES/SSD level in SIDPERS will not be boarded. According to AR 600-8-19, paragraph 7-20b, Soldiers must be NCOES/SSD qualified in their current grade before they can be considered for promotion board action.**

**b. NGB Form 4100-1B-R-E received from NGNC-PER-EPM is the only authorized NGB Form 4100-1B-R-E that will be accepted for this board. No typed or handwritten NGB Form 4100-1B-R-E will be allowed. If a NGB Form 4100-1B-R-E was not received, contact NGNC-PER-EPM to request one.**

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c. According to Army Regulation 600-8-19, paragraph 1-15a, dated 2 Feb 2015, "Promotion to MSG and SGM requires an interim secret clearance or higher." Therefore when submitting RFF for MSG and SGM, Soldiers without at least an interim secret clearance, regardless of MOS, will be skipped on the EPS for not meeting the minimum interim secret clearance requirement.

**d. Memorandums (negative or positive) from the Soldier's Chain of Command addressed to the Promotion Board are NOT authorized IAW AR 600-8-19 PARA 7-32, dated 2 Feb 2015. Soldiers are the only authorized personnel to submit memorandums to the board President.**

e. All college transcripts must be submitted to the NCNG Education Office for verification and validation with the Accredited Institutions of Post-secondary Education, which is published annually by the American Council on Education (ACE). The NCNG Education Office will update SIDPERS, and input the transcript and memorandum for record into iPERMS. Transcripts must be requested from Colleges/Universities, and sent to NCNG-ESO NLT COB 15 January 2016.

f. When submitting verification from the Army Correspondence Course Program (ACCP) and other acceptable Department of Defense Courses, **THE ONLY ACCEPTABLE VERIFICATION IS A PRINTOUT OF ALL COMPLETE COURSE HOURS OR COMPLETION CERTIFICATE(S) WITH THE SOLDIER'S NAME AND SSN TYPED ON IT AND THEN VERIFIED BY THE READINESS NCO.** See steps in enclosure 4 on how to print off an official ACCP transcript, do not submit "Print Friendly" version (new ACCP website).

g. The Soldiers Election Spreadsheet will be filled out by the MSC's and returned NLT 25 January 2016. Ensure all fields are filled out and are correct.

18. Enclosure 5 contains 00F Policy memorandums.

19. Each MSC will have to conduct a PERs scrub with G1 Automated Boards to ensure that every Soldier packet is accounted for on the following dates:

- a. 30th ABCT /26 January 2016 / 1000 hrs
- b. 113th SUS BDE / 27 January 2016 / 1000 hrs
- c. 130th MEB / 28 January 2016 / 1000 hrs
- d. 60th TC / 28 January 2016 / 1000 hrs
- e. 449th TAB / 29 January 2016 / 1000 hrs

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f. 139th REG / 29 January 2016 / 1000 hrs

g. JFHQ / 29 January / 1300 hrs

19. If there are any packets missing or items missing from a packet after the MSC scrubs are complete, the MSC's will have until 2 February 2016 to get these items to EPM. If these items are not sent to EPM by this date then the packets will be boarded as is. If a Soldier is declined promotion and we do not have the 4187 and the counseling signed by the proper authority then there must be a packet for that Soldier to be boarded.

20. POC for the undersigned is MSG Sopala, Andrew at 919-664-6000 ext.46123, or SFC Crystal Parker 919-664-6000 ext. 46415.

FOR THE ADJUTANT GENERAL:

6 Encl  
JFHQ-NC 624-1  
Memorandum to President of the Board  
Biographical Sketch  
ACCP Directions  
Soldiers Election Spreadsheet  
00F Policy memos  
PPOM 15-032



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G1

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